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SEMINAR IN MANAGEMENT PRACTICES

In June 1961 []

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for the Agency at the [] The Seminar was attended by thirty employees at the GS-15 grade level, with equal representation from each major Agency component. In June 1962, he was recalled for a repeat performance at []

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The response to this instruction was highly gratifying. So much so that we have again engaged [] for an eight-day, full-time course during 6-14 June 1963. This year the Seminar will be held at the []

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The Seminar has been designed for the GS-15 and senior GS-14 level and will cover material selected for its relevance to the interests and effectiveness of our people at this stage of their careers. The Seminar provides an excellent opportunity for its participants to consider management problems and practices in general, as well as within the Agency framework.

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In the past [] has been briefed by the Inspector General, the Deputy Director of Support and various members of the Office of Training. As a result of these briefings and his first-hand association with previous Seminar groups, he is well acquainted with the nature and complexity of the Agency's management problems. In this course of instruction [] will be assisted by members of the Management Training Faculty of the Office of Training.

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OBJECTIVES

Emphasis in the Seminar will be placed on human problems in organized effort. Differences in behavior, values, and ways of thinking will be explored and identified. Each participant will be able to compare his own assumptions and approaches with those of his peers and those presented by [] The Seminar will consider concepts of motivation, communication, management

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climate, and personality, with the aim of turning the thoughts and attention of the participants to the following:

Extending the range of personal interest in the art and science of managing people

Increasing self-awareness and appreciation of different positions on issues confronting management

Broadening the understanding of the interplay of values, issues, and circumstances affecting managerial action.

METHODS

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[] will use the case method, role-playing technique, and some lectures to vary the presentation of material. Participants will have time for reading and study as well as discussion. The schedule will be flexible to allow for detailed exploration of problems of greatest concern to the participants.

LOCATION, DATES, AND OTHER ADMINISTRATIVE DATA

The Seminar will begin with an informal reception [] 25X1A6B on Thursday afternoon, 6 June. Seminar materials will be distributed at that time so that participants will be prepared to begin discussions promptly on Friday. The Seminar will end early Friday afternoon 14 June 1963. Participants are expected to remain [] for 25X1A6B the duration of the Seminar.

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